

Marie Wiles, Ph.D., Superintendent of Schools

www.guilderlandschools.org

Request Date: \_\_\_\_\_

To: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_

*The following student is enrolled in our district:*

STUDENT	GRADE
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We would appreciate your forwarding the following information, where applicable, to the office indicated below at your earliest convenience:  Please send ALL available information  Circled items only

SCHOOL RECORDS	ASSESSMENTS
Elementary records Required Science Investigations for Grades 3-8 Middle/Junior High School records Transcript of all grades Attendance records Discipline records Citizenship records Health and dental records, including immunizations Psychological report IEP \ Special Education records 504 Plan English Language Learner services Homeless, migrant, immigrant services Group or Track, if such is needed	ELA, Math, Sci, SS Grades 3-8  NYSAA, All Grades NYSESLAT, All Grades  NYS Regents Exams NYS RCT Exams NYS Proficiency Exams  High School Science Labs  <b>OTHER:</b> Enrichment, Gifted and Talented

*Please forward the above records to:*

<i>School Of Enrollment</i>	PHONE	FAX
<input type="checkbox"/> <b>GUILDERLAND HIGH SCHOOL</b> , Attn. High School Registrar Guidance Department, 8 School Road, Guilderland Center, NY 12085	518-861-8591 Ext. 1309	518-861-7067
<input type="checkbox"/> <b>FARNSWORTH MIDDLE SCHOOL</b> , Attn. Guidance Secretary Guidance Department, 6072 State Farm Road, Guilderland, NY 12084-9534	518-456-6010 Ext. 2130	518-720-3576
<input type="checkbox"/> <b>ALTAMONT ELEMENTARY</b> , 117 Grand Street, Box 648, Altamont, NY 12009-0648	518-861-8528	518-861-5189
<input type="checkbox"/> <b>GUILDERLAND ELEMENTARY</b> , 2225 Western Avenue, Guilderland, NY 12084-9559	518-869-0293	518-464-6458
<input type="checkbox"/> <b>LYNNWOOD ELEMENTARY</b> , 8 Regina Drive, Schenectady, NY 12303-5437	518-355-7930	518-356-3087
<input type="checkbox"/> <b>PINE BUSH ELEMENTARY</b> , 3437 Carman Road, Schenectady, NY 12303-5347	518-357-2770	518-356-3172
<input type="checkbox"/> <b>WESTMERE ELEMENTARY</b> , 6270 Johnston Road, Albany, NY 12203-4397	518-456-3771	518-464-6443
<input type="checkbox"/> <b>HOME SCHOOLED STUDENTS</b> , Office of Assistant Superintendent for Curriculum 8 School Rd. PO Box 18, Guilderland Center, NY 12085	518-456-6200 Ext. 0119	518-456-1152
<input type="checkbox"/> <b>OTHER: SPECIAL EDUCATION OFFICE</b> <i>Elementary and High School:</i> 8 School Rd. PO Box 18, Guilderland Center, NY 12085 <i>Middle School:</i> 6072 State Farm Road, Guilderland, NY 12084 <i>Email or fax records. Transfer IEP via IEPD if applicable</i>	<i>Elementary School:</i> 518-355-3706 <i>Middle School:</i> 518-456-6010 Ext. 2051 <i>High School:</i> 518-861-8591 Ext. 1002	518-861-5152  518-720-3576  518-861-5152

Current District Student, Signature Not Required  New Student, Parent Signature Required Below  
 I give permission to release the above information to Guilderland Central School District and the above school,

\_\_\_\_\_  
 Signature of Parent\Guardian

\_\_\_\_\_  
 Date